UNITED NATIONS

A

Global Conference on the Sustainable Development of Small Island Developing States

Bridgetown, Barbados
25 April-6 May 1994

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INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The Global Conference on the Sustainable Development of Small Island Developing States will be held at the Sherbourne Centre, which is located approximately 5 kilometres (10 to 15 minutes) from Bridgetown. The address of the Conference is as follows:

Global Conference on the Sustainable Development
of Small Island Developing States
c/o The Sherbourne Centre
Two Mile Hill
St. Michael
Barbados

Pre-Conference consultations

2. Pre-Conference consultations to consider organizational and procedural matters will be held at the Sherbourne Centre on Sunday, 24 April, at 10 a.m. and 3 p.m., in conference room 2 (East Block).

National welcoming ceremony

3. The national welcoming ceremony will take place at the Sir Garfield Sobers Sports Complex, Wildey, St. Michael, on Monday, 25 April, at 9:30 a.m.

Opening meeting of the Conference

4. The formal opening of the Conference will be held at 3 p.m. on Monday, 25 April, in conference room 1 (West Block) at the Sherbourne Centre.

5. Further information about the opening meeting will be given at the pre-Conference consultations.

Registration of participants and identification cards

6. Delegations are requested to submit arrival and departure information of their head of State or Government and/or Government Ministers who will attend the Conference. That information should be communicated to the Protocol and Liaison Service at United Nations Headquarters before 8 April or afterwards to the Protocol Office, which will be located at the Sherbourne Centre.

7. Admission to all meeting and conference rooms will require, at all times, the presentation of identification cards. All participants from government delegations, United Nations bodies and intergovernmental organizations and accredited non-governmental organizations are therefore requested to register at the location indicated below, where identification cards will be issued.

8. Registration of government delegations, United Nations staff members, representatives of the press and non-governmental organizations will be held starting Monday, 18 April, at the Protocol Registration/Accreditation Office, at the Sir Garfield Sobers Sports Complex, Wildey, St. Michael. The registration area will be open daily from 9 a.m. to 7 p.m. Shuttle bus service will be available between the Sherbourne Centre and the Complex.

9. The process of registration will be greatly facilitated if lists of the names of participants and observers are transmitted by each delegation or organization to the Protocol and Liaison Service at United Nations Headquarters prior to actual registration in person, but not later than 8 April. After that date, lists of participants should be sent to the Protocol Registration/ Accreditation Office at the Sir Garfield Sobers Sports Complex. It is suggested that delegations should register before the opening of the Conference, preferably not later than 22 April.

10. The loss of an identification card must be reported immediately to United Nations Security personnel.

Programme of meetings

11. The programme of meetings will be printed in the Conference Journal, to be issued on a daily basis, giving the conference rooms and times of meetings.

12. Normally morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. The Plenary of the Conference will meet in conference room 1 (West Block of the Sherbourne Centre) and the Main Committee will meet in conference room 2 (East Block/Administration Building).

Seating arrangements

13. At the opening meeting of the Conference and at subsequent meetings in conference rooms 1 and 2, each governmental delegation will be assigned 2 seats, 1 at table and 1 seat behind for an adviser.

14. Specifically identified seating facilities will be available for other official participants at the Conference identified by the General Assembly in its resolution 47/189.

15. Conference rooms 3 and 4, each having a seating capacity of 80, will be available for regional or other group meetings, meetings of non-governmental organizations and other ancillary events. Participants wishing to reserve one of those conference rooms are requested to contact Mr. William Bunch, Coordinator for Secretariat Services.

Languages of the Conference

16. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference.

17. Official documents of the Conference will be made available in the languages of the Conference.

Interpretation services

18. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may, in accordance with rule 54 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation in question should provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters.

19. It may be recalled that there will be interpretation services for a total of two simultaneous meetings in the morning and two in the afternoon with provision for extended afternoon/evening meetings as necessary. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework. Requests for meetings services should be directed to Mr. William Bunch, Secretariat Services Coordinator.

Circulation of prepared statements

20. A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committee should be given in advance to the conference officer in order to enable the Secretariat to provide the best possible service. Delegations wishing to circulate their speeches to all participants are requested to provide 300 copies to the conference officer who will be located beside the rostrum in each conference room. All texts should be delivered before the speaker takes the floor, preferably at the start of the meeting.

21. If written texts are provided in more than one official language, delegations should indicate clearly which of these texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

Distribution of official documents

22. The main documents distribution counter will be located on the ground floor of the Sherbourne Centre.

23. All documents distributed at United Nations Headquarters before the opening of the Conference will be available at the Sherbourne Centre. Each delegation will be assigned an individual box at the documents distribution counter in which all documents issued during the Conference will be placed. To determine exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Conference. The quantity requested should be sufficient to cover all requirements, since it will not be possible to provide complete sets of documents after the end of the Conference.

Receipt and circulation of other documents

24. In regard to other documents that Governments and organizations may wish to make available to Conference participants, they are to be provided by those Governments and organizations in the languages and quantities available. The Secretariat will undertake neither reproduction nor translation of such documents. It is suggested that Governments and organizations make approximately 200 copies available in English, with lesser numbers of the other official languages if those are provided.

25. It would be greatly appreciated if one copy of each such document could be forwarded to Mr. William Bunch, Secretariat Services Coordinator.

26. The Secretariat will not undertake official distribution of such documents. However, it will ensure that tables are located in close proximity to all conference rooms where those documents can be placed.

Press Centre

27. The Press Centre established for the duration of the Conference will be located in the East Block (the Administration Building) of the Sherbourne Centre. The area will include a press working area, press briefing rooms, documents distribution for members of the press, limited video and radio recording and editing studios, and, on a commercial basis, facilities for telephone, facsimile and telex.

Facilities for non-governmental organizations

28. An NGO lounge/meeting room will be available at the Sherbourne Centre (West Block). It will also serve as a documentation distribution centre for non-governmental organizations.

Media accreditation

29. Media accreditation will take place from 18 April until the final day of the Conference at the Sir Garfield Sobers Sports Complex, Widley, St. Michael, which is located five minutes by shuttle-bus from the Sherbourne Centre.

Transportation for delegations

Airport transfer

30. Coaches and buses will be available from three days prior to the opening of the Conference until two days after the closing of the Conference to transport government delegations between Grantley Adams International Airport and their accommodations.

31. Liaison Officers, identified by badges bearing the word "Liaison", will be on hand at the airport to provide guidance to participants with regard to immigration, customs and transportation.

Transfer to the Sherbourne Centre

32. A daily shuttle bus service will be available to transport delegates to and from the Sherbourne Centre and their hotels, as well as to official social events. Delegates may purchase shuttle bus passes valid for the duration of the Conference at the time of registration. They may also purchase daily tickets from booths located in the Sherbourne Centre.

Services available at the Sherbourne Centre

33. Facilities available at the Sherbourne Centre include an information and activities desk, a post office, a bank, a travel agency, a restaurant and a cafeteria. A communications facility will offer international telephone and facsimile services.

34. Liaison Officers will be on duty throughout the Conference in order to provide participants with any assistance and information required.